Capacity Development Program Checklist
New Public Community Water Systems (PCWSs)

| **Name Water System**
PID S/C-XXXX; WSID VT00XXXXX |

Review Date:
Updated:

☐ Recommended Pre-Application Meeting with WSD office
  ➢ Meeting between applicant and WSD Staff

Source Permit Criteria (all must be completed prior to receiving a Source Permit)
☐ Source Permit Application submitted (date received:)
☐ GWUDI Determination complete (date issued:)
☐ Source Protection Plan approved (date approved:)
☐ Water Quality Results submitted
☐ Source info entered into database as proposed
☐ Source Permit issued (date issued:)

Construction Permit Criteria (all must be completed prior to receiving a Construction Permit)
☐ Construction Permit Application submitted (date received:)
☐ Plans & Specifications received (date received:)
☐ Engineering Report received (date received:)
☐ Approved Long Range Plan (date approved:)
☐ Construction info entered into database as proposed
☐ Permit to Construct issued (date issued:)

Operating Permit Criteria (all must be completed prior to receiving a Permit to Operate)
☐ Compliance with Appendix A source water and infrastructure requirements
☐ Approved Operation and Maintenance manual (date approved:)
☐ Retention of a VT certified operator (detailed owner/operator contract)
☐ Approved as-built/record drawings (approved:)
☐ Submit Officials Contact form (date issued:)
☐ Operating Permit Application submitted by water system Owner (submitted:)
☐ Bacteriological Sampling Plan (submitted:)
☐ Lead and Copper Sampling Plan (submitted:)
☐ Disinfection By-Product (if applicable) Sampling Plan (submitted:)
☐ Updated By-laws/Water Ordinances (submitted:)
☐ Proposed Annual Budget with 5 year projections; include revenue sources (rate structure) (submitted:)
☐ Operating Permit issued